

## CALFRESH (CF) PROGRAM

### REQUEST FOR POLICY/REGULATION INTERPRETATION

**INSTRUCTIONS:** Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 4/14/15	NEED RESPONSE BY: 4/21/15
2. REQUESTOR NAME:	6. COUNTY/ORGANIZATION: Santa Barbara County	
3. PHONE NO.:	7. SUBJECT: Signature on SAWS 1	
4. REGULATION CITE(S):	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) <b>NOTE: All requests must have a regulation cite(s) and/or a reference(s).</b>  ACL 13-75, ACL 13-96	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):
- 1) Is a single signature on the SAWS 1 sufficient in order to process cases during the application process?
  - 2) Is a signature on the SAWS 2 Plus necessary during the recertification process or is a new SAWS 1 needed?
  - 3) Is a signature required on the SAWS 1/SAWS 2 Plus when adding the CalFresh program to an existing case such as CalWORKs or Medi-Cal?

10. REQUESTOR'S PROPOSED ANSWER:

As stated in ACL 13-75, the revised CalFresh application will only require one signature for the entire application including any additional information that may be added or changed to the application.

As stated in ACL 13-96, the SAWS 1 has been incorporated into the SAWS 2 Plus.

- 1) Yes, the signature on the SAWS 1 is sufficient to process a case during the intake process and a second signature on the SAWS 2 Plus (Statement of Facts) is not required.
- 2) Since a CalFresh recertification is a re-application, a signature on either the SAWS 2 Plus or SAWS 1 would be sufficient during the recertification process.
- 3) A signature on either the SAWS 1 or SAWS 2 Plus could be used to add the CalFresh program to an existing case.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

CalFresh is currently working with the CalWORKs program to develop a uniform policy regarding client signatures on the SAWS 1 and SAWS 2 forms. Once a policy has been finalized, a letter will be released detailing the CWD's responsibilities.

#### FOR CDSS USE

DATE RECEIVED:	DATE RESPONDED TO COUNTY/ALJ:
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# **CALFRESH (CF) PROGRAM REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)**

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 4/14/15	NEED RESPONSE BY: 4/21/15
2. REQUESTOR NAME: Marian Acosta	6. COUNTY/ORGANIZATION: Santa Barbara County	
3. PHONE NO.: (805) 287-3858	7. SUBJECT: Signature on SAWS 1	
4. REGULATION CITE(S):	8. REFERENCES: <i>(Include ACL/ACIN, court cases, etc. in references)</i> NOTE: All requests must have a regulation cite(s) and/or a reference(s).  ACL 13-75, ACL 13-96	

## **ACL 13-75**

The current DFA 285 CalFresh application form is divided into three separate parts and requires a signature and date in all three parts of the application in order for it to be considered complete when submitted to the CWD. The signature pages are also located at the end of each section of the application. The revised CalFresh application will only require one signature for the entire application including any additional information that may be added or changed to the application.

The CWDs will no longer be required to mail the application and/or required forms to the household for signature after conducting a telephone interview. This alleviates the issue of mailing the application forms to the household when a telephone interview was conducted and having to wait for the household to return the application forms in order to make their eligibility determination and issue benefits timely. The signature page is located on the first page of the application to capture the application filing date, applicant's name, address, and signature for households who wish to file an incomplete application in accordance with 7 CFR 273.2(c)(1).

The California Department of Social Services (CDSS) found that the one signature page application is more likely to increase CalFresh participation due to the ease of completion for applicants.

## **ACL 13-96**

The SAWS 1 initial application form has been revised to include elements required under the ACA and many of the rights and responsibilities and instructions to the applicant on how to apply for the programs. The SAWS 1 has also been incorporated into the SAWS 2 Plus. The SAWS 2 Statement of Facts application form has been replaced by the SAWS 2 Plus Application for CalFresh, Cash Aid and/or Medi-Cal/Health Care Programs and is now considered a complete application. The use of the separate SAWS 1 for CalWORKs is addressed later in this letter.

The SAWS 2 Plus replaces the SAWS 2 and combines the program rules, many of the rights and responsibilities, the SAWS 1, the Statement of Facts, and appendices to collect additional ACA-required information where applicable. Questions which are not necessary for determining eligibility for the requested program are not needed. As stated earlier in this letter, the necessary questions that correspond to each of the programs are identified by easily recognizable symbols.